

Communication and Presentation Skills

Assignment # 04

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Assertiveness Self-Evaluation Exercise

Self-evaluation is a great place to start when understanding and building assertiveness.

Reflect on each of the following questions in the table below (modified from Murphy, 2011):

Question Yes or No

1 Do you look people straight in the eye when you talk to them?	NO
2 Do you speak clearly and address the situation directly?	NO
3 Do you speak with confidence or mumble and stumble over your words?	NO
4 Do you stand/sit up straight or slouch?	YES
5 Are you confident in asking questions when you need clarification?	YES
6 Are you comfortable around others?	NO
7 Are you able to say 'no' when you don't want to do something?	YES
8 Are you able to express your feelings appropriately?	NO
9 Do you offer your opinion when you disagree with something or someone?	YES
10 Do you defend yourself when blamed for something that wasn't your fault?	NO

Having answered truthfully, assess as follows:

- Two or three 'no' answers mean you assert your needs and wants without too much difficulty.
- Four to six 'no' answers, and you may experience trouble being assertive and possibly replay several what-if scenarios before acting.
- Seven or more 'no' answers, and you lack assertiveness and should spend time building up the tools necessary to live life on your own terms.